



Township of Southgate
Minutes of Downtown Revitalization Taskforce

March 11, 2025
11:00 AM
Ruth Hargrave Memorial Library

Members Present: Samantha Parent
Govind Singh
Neive Power
Talha Wasti

Members Absent: Stacy Sherson
Marg McCarthy
Erin Goodyear

Staff Present: Brenna Carroll, Economic Development Officer
Cory Henry, Supervisor – Water and Roads
Cathy Maltais, Administrative Assistant - Building
Department
Victoria Mance, Junior Planner
Elisha Milne, Recording Secretary

1. Call to Order / Opening Remarks by the Chair

Economic Development Officer Brenna Carroll called the meeting to order at 11:04AM.

2. Record of Attendance

Economic Development Officer Brenna Carroll took record of attendance for those members present at the meeting.

3. Elections

This item was removed from the Agenda and deferred to the next meeting.

4. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

5. Business Arising

None.

6. Correspondence and Presentations

Moved By Samantha Parent

Seconded By Neive Power

Be it resolved that the Taskforce receive the items of Correspondence dated March 11, 2025 as information.

Carried

6.1 Downtown Self-Assessment Workshop

Taskforce Members reviewed and discussed at length their findings from the Self-Assessment SCORE Card, A Walk-About Technique and the Rate the Recent Performance of the Downtown. This included identifying strengths, challenges, opportunities, risks, expectations and the key roles and functions for downtown Dundalk.

6.2 University of Waterloo Student First Impressions

Economic Development Officer Brenna Carroll presented the findings from the University of Waterloo Student's First Impressions of the Downtown Dundalk project and the Taskforce Members reviewed and discussed at length.

7. New Business

7.1 Downtown Revitalization Examples

Economic Development Officer Brenna Carroll briefly presented the Downtown Revitalization and Development Envisioning examples from the Township of Uxbridge and the Town of Ripley, and asked the Taskforce Members to review and brainstorm for the next meeting.

7.2 Visioning Exercise

Economic Development Officer Brenna Carroll briefly presented the Visioning Exercise, and asked the Taskforce Members to review and brainstorm for the next meeting.

7.3 Quick Wins Exercise

Economic Development Officer Brenna Carroll briefly presented the Quick Wins Exercise, and asked the Taskforce Members to review and brainstorm for the next meeting.

8. Confirmation of Action Items

None.

9. Next Meeting

The next meeting will be held on Tuesday, April 8, 2025 at 11:00 AM at the Southgate Ruth Hargrave Memorial Library.

10. Adjournment

Moved By Samantha Parent

Seconded By Neive Power

Be it resolved that the Downtown Revitalization Taskforce adjourn the meeting at 12:34 PM.

Carried

Chair, Brenna Carroll

Recording Secretary, Elisha Milne